

PROCUREMENT MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work planning, directing and overseeing the procurement of a variety of services, supplies, materials and equipment; does related work as required. Work is performed under general supervision. Supervision exercised over assigned departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, overseeing and supervising central purchase of services, supplies, materials and equipment; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee issues and problems; directs work; consults with staff on procurement concerns; trains staff on procurement processes; signs off on all related employee paperwork.
- Researches and issues solicitations for complex/highly sensitive services including construction, insurance, public safety systems, etc.; chairs evaluation committee meetings; schedules and chairs interviews, demonstrations and negotiation sessions; acts as negotiation liaison between County/school and offeror/contractor.
- Examines contract documents, including special provisions contained therein for acceptable legal terms and conditions and compliance to public procurement standards; seeks advice from County/School Attorney if needed; negotiates any required changes with contractors; signs contracts.
- Supervises procurement programs and staff in purchasing large volume of goods/services for County and schools; develops and implements progressive procurement programs to improve effectiveness and efficiency of procurement activities; executes, supervises and communicates aspects of procurement programs to staff and user departments.
- Formulates, implements, maintains, updates, interprets and enforces procurement policies/procedures; establishes standards; ensures compliance with all applicable laws, rules, regulations, standards and best procurement practices; presents changes to established policy/procedures to the Board via resolution.
- Reviews purchase orders, procurement documents and other documentation to ensure accuracy of information, completeness of documentation and compliance to policy/procedures; determines appropriate method of procurement; signs award notices, renewals, modifications, contracts and non-delegated purchase orders.
- Reviews commodity history to determine best method of procurement/need for new contract based on current or projected volume and activity; reviews evaluations of contractors and conducts market analysis/peer feedback within procurement field, to determine best method of procurement in rebidding and renewing contracts.
- Develops and implements training programs for end users and external customers; develops and maintains vendor brochures outlining procurement procedures.
- Administers budget for procurement operations; monitors and approves expenditures; provides budgetary input to end users in relation to procurement/contract expenditures.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of business methods, markets and purchasing practices; comprehensive knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; comprehensive knowledge of various grades and qualities of a variety of materials, supplies and equipment; thorough knowledge of standard office procedures, practices and equipment; ability to plan, organize and review the work of office staff in performing varied procurement functions; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with school and County officials, vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with course work in purchasing, accounting or related field and considerable experience in the procurement of a variety of supplies, materials and equipment for a large organization, including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

CPPB and/or CPPO preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.